



# TOWN OF UPTON, MASSACHUSETTS

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## OFFICE OF THE TOWN MANAGER

### **Town of Upton Housing Production Plan Steering Committee**

**Purpose:** The purpose of the committee is to create a Housing Production Plan (HPP), which will serve as Upton's proactive strategy for the planning and development of affordable housing and present the Plan to the Planning Board and Board of Selectmen for submission to the Massachusetts Department of Housing and Community Development (DHCD) in compliance with Massachusetts General Law Chapter 40B.

**Charge:** The committee is charged with overseeing the Town's process of working with Central Massachusetts Regional Planning Commission (CMRPC) to evaluate housing needs, goals, and strategies, including compliance with MBTA Community Legislation. The Committee, with technical support by CMRPC and Town Staff, guide the development of the Housing Production Plan through the collection and analyzing of data, engaging the public, and development of recommendations. The Committee will work with Town Staff and CMRPC to make information associated with the creation of the HPP available on the Town's Website. The Committee shall hold meetings and public forums to review and solicit public input to support the development of the plan.

**Membership:** The Board of Selectmen shall appoint a committee of seven members, including a member or representative of the Board of Selectmen and representatives appointed by the Affordable Housing Trust, Conservation Commission, Economic Development Committee, Planning Board, and two members from the community at large. The Committee shall appoint a chair, vice-chair, and clerk from its membership. Town Staff shall serve as non-voting ex-official members. Committee meetings are open to the public and minutes shall be maintained and filed with the Town Clerk.

**Term:** Appointed Members shall serve on the committee for a period of eighteen months from the time the Committee is approved, or until such time as the final Housing Production Plan is presented to the Planning Board and Board of Selectmen for submission to the DHCD, whichever is occurs first. The Board of Selectmen may extend the Committee's Term by an additional 6 months. Should vacancies occur, they shall be filled in accordance with appointment to the Committee.

Date Approved by Board of Selectmen: June 21, 2022

**TOWN MANAGER**

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